



About the Education Achievement Authority: The Education Achievement Authority is a new statewide school system that will assume operation of the lowest five (5) percent of performing schools in the state of Michigan that are not achieving satisfactory results on a redesign plan or that are under an Emergency Manager. It is designed to provide a new, stable, financially responsible set of public schools that create the conditions, supports, tools and resources under which a teacher can help students make significant academic expanded to include low performing schools throughout Michigan.

Position Title:

Procurement Manager

Supervisor:

Harry Pianko, Chief Financial Officer

Position Summary:

Procurement professional with a focus on Departmental Development, Strategic Sourcing, Contract Management and Supplier Management by increasing value through the enhancement of processes, measurements and a common goal of value creation with an extensive background in purchasing, contract review and writing. A professional who understands that the purchasing function must deliver cost effective goods/services at the proper quality and price, on time without regard to location of the supplier. Understands the business case and has an appreciation of financial/analytical issues and profit and loss implications. Expertise in the preparation, negotiation, acceptance and management of commercial contracts and subcontracts, including licensing agreements.

Major Duties and Responsibilities:

- Applies body of knowledge to all aspects of procurement.
- Leverages knowledge, experiences and industry trends to advise leadership's decision making and strategic planning. Reviews and advises on all contracts.
- Responsible for all procurement execution and associated coordination, delivery, control, governance and completion ensuring consistency with company strategy, goals, policies and procedures.
- Works with departments to monitor third party vendors, for all contractual and service level aspects of their product, project and/or service delivery.
- Maintains strategic and tactical vendor relationships and monitors vendor alignment to

company strategy and goals. Develops, and/or assists in the development of standards.

- Performs required levels of procurement and asset related reporting.

Qualifications:

Education –

Certified Purchasing Buyer (CPB) or Certified Purchasing Manager (CPM)

Experience –

Applicant must have At least five years experience as a buyer/contracting officer in a public or private organization involving both services and materials purchasing Experience in local government and/or school system environment.

Skills and Knowledge

- Coordinating skills for working with vendors to adjust bid schedules to permit adequate vendor response time
- Administrative skills to interpret procurement policies and procedures
- Analytical skills to implement and coordinate purchases for volume discounts and to evaluate lease versus buy decisions
- Communication skills to communicate with school staff, vendors, contractors, and parents
- Leadership skills to encourage procurement responsibilities for all level of staff; to refrain from status quo purchasing
- Planning skills to forecast technology changes and to implement the changes within available funding
- Mathematical skills to maintain records of dollars spent over various periods and to negotiate prices and discounts with vendors/contractors
- Software/word processing skills for written communications, tracking numbers via tables, lists, spreadsheets, and word processing

Salary Range and Hours

Salary range is based on experience

Position is full-time (1.0 FTE), 12-month contract 40 hours per week